



## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/042,831	01/08/2002	Seikei Lee	22738.00400

Doyle B. Johnson  
CROSBY, HEAFEY, ROACH & MAY  
Suite 2000  
Two Embarcadero Center  
San Francisco, CA 94111



CONFIRMATION NO. 4500

## FORMALITIES LETTER



\*OC000000007537759\*

Date Mailed: 02/26/2002

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$130 for a non-small entity, must be submitted with the missing items identified in this letter.
- The balance due by applicant is \$ 130.

*A copy of this notice **MUST** be returned with the reply.*

Customer Service Center  
Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

04/15/2002 BABRAHA1 00000051 10042831

01 FC:105

130.00 DP



UNITED STATES PATENT AND TRADEMARK OFFICE

Application Number: 10/042,831

Applicant: Seikei Lee, et al

Filing Date: January 8, 2002

TITLE: NETWORK CONFERENCING SYSTEM  
AND PROCEEDINGS PREPARATION METHOD,  
AND CONFERENCE MANAGEMENT SERVER  
AND PROCEEDINGS PREPARATION METHOD

Examiner:

Group Art Unit:

Attorney Docket No. 22738.00400

*Crosby, Heafey, Roach & May  
San Francisco, CA*

**RESPONSE TO NOTICE TO FILE MISSING PARTS TRANSMITTAL**

Commissioner of Patents and Trademarks  
Washington, D.C. 20231

Sir:

Transmitted herewith for filing are the following documents:

1. XX Declaration or oath
2. XX Power of Attorney
3. XX Assignment of the invention to: SONY CORPORATION  
                     No additional fee is required.  
                     Amendment changing number of claims or deleting multiple  
dependencies is enclosed.
5.                      Small Entity Statement - verified statement has been  
established by a verified statement previously submitted.  
                     Small Entity Statement - verified statement enclosed  
                     50% Filing Fee Reduction (if applicable)
6.                      Applicant hereby petitions for an Extension of Time of  
two months to respond to the Notice to File Missing Parts of  
Application dated                                      pursuant to Rule  
1.136(a).

7. Other Fees

- XX Recording Assignment [**\$40.00**]  
XX Other fees - **Missing Parts Surcharge** [**\$130.00**], Basic Filing Fee [**\$740.00**], and additional claim fee for 1 independent claims over 3 [**\$84.00**].

8. Payment of Fees

- XX Check in the amount of **\$170.00** enclosed.  
Charge Account No. 03-3821, referencing Attorney Docket No. 22738.00400, in the amount of \$ \_\_\_\_\_.  
**A duplicate of this transmittal is attached.**

9. XX Authorization to Charge Additional Fees  
The Commissioner is hereby authorized to charge any additional fees (or credit any overpayment) associated with this communication and which may be required under 37 CFR §1.16 or § 1.17 to Account No. 03-3821, referencing Attorney Docket No. 22738.00400. **A duplicate sheet is attached.**

10.            Information Disclosure Statement

11. XX Return Receipt Postcard

12. XX Other: Specify Notice to File Missing Parts

Dated: April 1, 2002

Respectfully submitted,

By: 

Name: Doyle B. Johnson

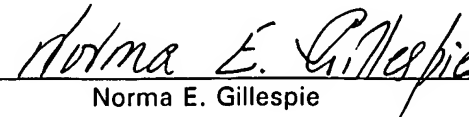
Registration No. 39,240

Crosby, Heafey, Roach & May  
Two Embarcadero Center, 20th Floor  
P.O. Box 7936  
San Francisco, CA 94120  
**Direct Dial (415) 659-5969**  
(415) 543-8700  
(415) 391-8269 fax

CERTIFICATE OF MAILING

I hereby certify that this correspondence is being deposited with the United States Postal Service as first class mail in an envelope addressed to: Honorable Commissioner of Patents and Trademarks, BOX MISSING PARTS, 2011 Jefferson Davis Hwy, Washington, DC 20231-0002 on April 1, 2002.

Dated: April 1, 2002

  
Norma E. Gillespie